

FAQ for Public Library Bookkeeping Workshop 2010

What Internet sites does the Indiana Office for Technology (IOT) authorize for disposal of personal property?

For general information about Internet auctions, visit the following IOT site:

<http://www.in.gov/iot/2379.htm>

IOT sanctioned Internet auction sites:

<http://www.publicsurplus.com>

<http://www.propertyroom.com>

<http://www.govdeals.com>

Where is the list of approved depositories on the Indiana government website?

<http://www.in.gov/tos/deposit/2377.htm>

Who is the contact at the Board of Depositories for questions?

Patrick Hastings

Network Director

Office of the Treasurer of State

Board for Depositories

phastings@tos.in.gov

317-232-5258

N Capitol, Ste 444 Room TOS 1 N Capitol

Indianapolis, IN 46204

Where are the records retention schedules on the Indiana government website?

For County/Local Government Records Management visit <http://www.in.gov/icpr/2739.htm>

For Public Libraries Retention Schedules see http://www.in.gov/icpr/files/LIB_2010-09.pdf

Where can I find a comprehensive description of “do’s and don’ts” for Credit Card use?

On page 3 of the *Cities and Towns Bulletin* (Sept. 2009), available at

http://www.in.gov/sboa/files/ctb2009_009.pdf

Can vacation pay be paid in advance?

See IC 5-10-6-1 (<http://www.in.gov/legislative/ic/code/title5/ar10/ch6.html>) where it states (c) Payment of vacation benefits so granted may be made in advance of any vacation taken by such an employee.

Is BIRF (Bond Interest Redemption Fund) included when DLGF (Department of Local Government Finance) talks about the total budget?

DLGF says the entire budget includes debt service.

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Does CAGIT receipted into Rainy Day Fund count against the 10% limit?

DLGF has not heard of any legal arguments covering the CAGIT transfer being counted toward the 10%. Since it is a separate distribution directed by statute it is exempt.

Does the Library Development Office have a sample public library notice for disposal of real property?

The following notice can be modified for the public library's purposes.

Public Notice regarding Disposal of Real Property

PUBLIC NOTICE: The _____ Public Library Board of Trustees is accepting bids for the purchase of property located at **< insert street address >** bearing the legal description **< insert legal description & parcel no. >**.

Bids will be received beginning **< insert month, day of month, year >** and must include a **<insert amount of deposit if a deposit is desired – if not, delete language relating to deposits>**. The sale will continue from day to day until **<insert time and date that is no later than 60 days from the beginning date of the sale>** at which time the sale will close and no further bids will be accepted.

Bids may be mailed or hand delivered to **<insert contact name and address where bids should be delivered>**.

In accordance with I.C. 36-1-11-16, the property may not be sold to a person who owes delinquent taxes, special assessments, penalties, interest, or costs directly attributable to a prior tax sale on a tract of real property listed under IC 6-1.1-24-1, or an agent of such person.

A bid submitted by a trust (as defined in IC 30-4-1-1(a)) must identify each beneficiary of the trust; and the settlor empowered to revoke or modify the trust.

The following two sentences are optional

A Pre-bid conference has been scheduled for **<insert time/date/address of place>** to address questions. Representatives of each of the bidders are strongly urged to attend. **<insert any additional desired discretionary details (ie. date building will be open for inspection by bidders; date bids will be open for public inspection.)>**

The sale is subject to final approval of the _____ Public Library Board of Trustees. The library reserves the right to withdraw the offer of sale and reject all or any bids. The library reserves the right to sell the property to the highest and best bidder prior to the expiration of the Notice of Sale.

This notice would need to be tweaked in the event the sale was being conducted by an auctioneer.